

POLICY TITLE: ISDH Knightstown Scholarship/Recreation Fund

POLICY NUMBER: ISDH - OSC - 001 -09

PURPOSE: To establish:

1. Eligibility;
2. A guide for awarding student scholarships;
3. Criteria for reimbursable items; and
4. A procedure for ensuring consistent application.

STATEMENT OF POLICY: The former Indiana Soldiers' and Sailors' Children's Home ("ISSCH") maintained a fund of monies donated to the Home and the children it served. Donated monies were deposited in the Recreation Fund and its sub-accounts. Under IC 4-24-6, monies in the Recreation Fund were to be spent for the direct benefit of the children of the Home. The Recreation Fund included a sub-account called the Scholarship Fund which was used to reimburse former students of ISSCH for college textbooks. Upon the closure of the ISSCH in May 2009, the only remaining use for the Recreation Fund that would directly benefit the children is scholarships for their higher education expenses. The ISSCH Recreation Fund could be transferred to another state institution under IC 4-24-6-11. However, it is the intent and purpose of the Indiana State Department of Health to utilize the donated funds remaining in the Scholarship/Recreation Fund to award scholarships for higher education for the direct benefit of students who attended Morton Memorial School at the ISSCH. This discretionary decision by ISDH does not create an entitlement to a scholarship on behalf of any student nor an expectation by any Indiana educational institution that any student's tuition will be paid from the ISSCH Scholarship/Recreation Fund.

LIMITATION: The Scholarship/Recreation Fund from ISSCH has a finite amount of money remaining in it. No additional money will be added to the Fund. The Fund will be used to provide scholarships for the benefit of former ISSCH students until May 23, 2020, until such time as the money in the Fund is exhausted or until the General Assembly passes legislation allowing alternative uses for the Fund, whichever comes first. If the Fund nears depletion before other uses are authorized, scholarships may be pro-rated among all applicants for that academic year.

DEFINITIONS: "Academic year" means an approved institution's school year (fall through spring), usually two (2) semesters, three (3) quarters, or three (3) trimesters, but not including summer sessions.

"Full-time student" means an individual enrolled at an approved institution for not less than twelve (12) semester credit hours in each enrollment period of an academic year at a semester-based institution. Semester credit hours shall be converted to the equivalent if a different grading period is used at the college or university. Unless it is established that a different equivalency applies, it shall be presumed that the correct equivalency is two (2) semester hours for every three (3) quarter or trimester hours.

"Fund" means the ISDH Knightstown Scholarship/Recreation Fund.

"Indiana educational institution" means any institution of higher education recognized by the State Student Assistance Commission of Indiana.

"Regularly assessed fees" means the non-tuition charges regularly assessed against all undergraduate students enrolling at an approved institution.

"School term" means semester, trimester or quarter but not summer sessions.

PROCEDURES/RESPONSIBILITIES:

Student Eligibility: To be eligible for a scholarship award from the Fund, a student must meet the following criteria:

1. attended Morton Memorial School at the ISSCH for at least one full semester;
2. attended Morton Memorial School at the ISSCH between August 1998 and May 23, 2009;
3. be domiciled in the State of Indiana on or before December 31 of the year preceding application for an award and be continuously domiciled in the state thereafter. Determination of residency status shall be as follows:
 - (A) For a dependent student, the determination of residency status shall be based upon the permanent place of residence of the parents or guardian of an applicant.
 - (B) For an independent student, the determination of residency status shall be based upon the permanent place of residence of the applicant.
 - (C) If an applicant qualifies as a resident under this subdivision, but is classified as a nonresident by an approved institution, the applicant's award shall be computed on the basis of in-state tuition and fees only. An applicant who is classified as a nonresident student by the ISDH is ineligible for an award even if classified as a resident by an approved institution.
4. be a graduate from a program of instruction at an Indiana secondary school or have received a General Education Development diploma ("GED"). A student who leaves an Indiana public high school with a certificate of completion, as opposed to high school diploma, is not considered a high school graduate for purposes of this policy;
5. be accepted and enrolled at an Indiana educational institution; and

6. have not received a first baccalaureate degree and have not received more than eight (8) semesters or twelve (12) trimesters or quarters of assistance from the Fund.

Prerequisite: Students who attended Morton Memorial School are required to contact the Indiana Department of Veteran Affairs ("IDVA") and the State Student Assistance Commission of Indiana ("SSACI") and submit the necessary paperwork to apply for the Tuition and Fee Exemption for Children of Veterans under IC 21-14-4 before applying for funding from the Fund.

Items Eligible for Coverage: Students, who attended Morton Memorial School and have been granted the Tuition and Fee Exemption for Children of Veterans under IC 21-14-4, may apply for:

1. reimbursement for college textbooks required for their classes; and
2. up to \$4,000 per school term toward room and board in an on-campus dormitory if the student is a full-time student.

Students, who attended Morton Memorial School and have been denied the Tuition and Fee Exemption for Children of Veterans under IC 21-14-4, may apply for:

1. tuition for up to 124 semester credit hours and regularly assessed fees that qualify as educational costs;
2. reimbursement for college textbooks required for their classes; and
3. up to \$4,000 per school term toward room and board in an on-campus dormitory if the student is a full-time student.

Items Specifically Excluded from Coverage: The Fund will not pay for laptops or other computer equipment.

Responsible Party: Because the ISSCH has closed and there is no Superintendent to administer the Fund under IC 4-24-6-6, that responsibility is transferred to the Director of Finance at the Indiana State Department of Health.

Procedures/Responsibilities for Students: A student who is seeking a scholarship for higher education from the Fund should submit the following to the Indiana State Department of Health, Finance Division:

1. A copy of his or her high school diploma or GED;
2. A copy of the acceptance or denial letter from the SSACI;
3. A copy of the student's acceptance letter from the state educational institution;

4. A letter from the state educational institution confirming the student's enrollment as a full-time student; and
5. A completed application. The application form is attached and made a part of this policy.

Upon receiving a scholarship award, the following requirements must be met:

1. For reimbursement of required college textbooks, the student must submit a copy of his or her receipts to the Director of Finance within thirty (30) days of purchase.
2. The student must maintain a passing grade average to continue receiving his or her scholarship for the next school term.
3. For every succeeding and consecutive school term, the student must provide a copy of his or her grades and proof of his or her continued enrollment as a full-time student at the state educational institution.
4. If a student wishes to transfer to a different state educational institution, the student must begin the scholarship application process anew.

Procedures/Responsibilities for ISDH: Upon receipt of all documentation, the Director of Finance or his or her designee shall:

1. Verify the receipt and validity of all required documentation;
2. Confirm from ISSCH records that the student attended ISSCH for at least one semester between August 1998 and May 23, 2009;
3. Make a determination whether the student qualifies for a scholarship;
4. Notify the student in writing of his or her decision;
5. If the student is awarded a scholarship for tuition and fees and/or room and board, the Director will send a letter to the state educational institution notifying the school what expenses will be covered by the scholarship along with an invoice on which to bill the Fund for tuition, regularly assessed fees and/or room and board.

Withdrawal of scholarships: ISDH may reject an application or withdraw a student's scholarship if:

1. A recipient enrolled in an institution ceases for any reason to be a student in good standing. If, under its current standards, a fee or charge that has been paid as part of an award would otherwise be remissible by the institution to the student, the fee or charge shall be remissible to the Fund;

2. A recipient is simultaneously enrolled full-time in more than one (1) institution;
3. Inaccurate or falsified data is intentionally submitted in an effort to affect the student's eligibility for a scholarship;
4. A recipient fails to maintain satisfactory academic progress as defined by each approved institution;
5. A recipient has obtained a prior bachelor's degree;
6. A recipient owes taxes, fines or other monies to the State of Indiana;
7. The parents of a dependent student remove their permanent, continuous, and principal place of residence from Indiana after the beginning of the academic year; the recipient will not be eligible for award usage in subsequent academic years;
8. A recipient is a graduating senior and enrolled less than full time during the final term prior to graduation; or
9. A recipient accepts monies from the Fund to which the student is not entitled or otherwise commits a fraud that affects the Fund.

No Appeal Rights: A decision by the ISDH under this policy neither creates nor terminates a legal right, duty, privilege, obligation, immunity or other legal interest. No appeal rights attach under IC 4-21.5.

LEGAL REFERENCES:

Ind. Code §§4-26-6

Ind. Code §§21-14-4

Ind. Code §§4-21.5

EFFECTIVE DATE:

August 23, 2009